

Job Title – Grade:	Officer, Office of Professional Responsibility Section (OPRS) – P2
Department-Division-Section:	Office of Professional Responsibility Section (OPR)
Reports to:	Manager, Office of Professional Responsibility Section (OPRS)
Supervises:	Officer and other staff
Overall Objectives:	To proactively support effective and efficient tax administration by helping to ensure that all Customs Brokers and Tax Practitioners providing services to clients of both the Departments of Customs and Domestic Tax are properly licensed and adhered to professional standards consistent with rules, regulations, and laws, to ensure LRA's objectives are reached.
Main Responsibilities:	<ol style="list-style-type: none"> 1. Responsible for the implementation of the strategic goals and policies of the OPRS section. 2. Responsible for providing support to OPRS activities. 3. Responsible for filing, safekeeping of records, and general upkeep of office. 4. Responsible for the licensing and regulation of Customs Brokers and Tax Practitioners
Main Tasks:	<p>R1: Responsible for the implementation of the strategic goals and policies of the OPRS section including the licensing and administrative regulation of Customs Brokers and Tax Practitioners consistent with law</p> <ol style="list-style-type: none"> 1. Partake in the implementation of the goals of the OPR's framework. 2. Participate in the interpretation and application of the standards of practices, promulgated by laws, rules and regulation for Customs Brokers and Tax Practitioners in a fair, transparent, accountable, equitable manner. 3. Participate to insure Customs Brokers, and Tax Practitioners are properly regulated in accordance with the law and promote the benefits of compliance to improve trade facilitation, quality service delivery, and safeguard of revenue. <p>R2: Responsible for providing support to OPRS activities.</p>

	<ol style="list-style-type: none"> 1. Provide support and actively participate in the investigation of tax practitioners and Customs Brokers for alleged professional misconduct, and in the enforcement of the rules, regulations and laws governing Tax Practitioners & Customs Brokers. 2. Make reports on activities and tasks performed in the tax practitioners & customs brokers licensing, investigative, and enforcement proceedings 3. Perform examination, issuance, renewal, suspension or cancellation of licenses 4. Promulgate policies and procedures related to professional qualifications and other matters relevant to licensing and regulation of Tax Practitioners and Customs Brokers 5. . Perform other duties as may be required. <p>R3: Responsible for filing, safekeeping of records, and general upkeep of office.</p> <ol style="list-style-type: none"> 1. Make copies and file documents in accordance with filing convention of the section. 2. Keep and up-to-date inventory of the office equipment, furniture and materials. 3. Supervise the general upkeep of the office. <ol style="list-style-type: none"> 1. Participate and conduct weekly or monthly meetings with staff and other team members.
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Competencies:	Title of Competency	Proficiency Level		
		Required	Acquired	Variance
	Customs Legislations & procedures	3		
	Tax Legislations & procedures	2		
	LRA Core Function Knowledge	3		
	Risk Management	2		
Counterfeiting and Piracy	2			

	Work Planning	3		
	Problem Solving	2		
	IT Fundamentals	3		
	Analytical Thinking	2		
	Communication (Oral & Written)	2		
	Report Writing	3		
	Investigation Techniques	2		
Qualifications:	Bachelor's degree in Business Administration, Accounting, Taxation, Customs, Law (LLB), Management, Finance, Tax Administration or related field.			
Work Environment/ Conditions:	Office work, Intellectual Effort; Periodic Trekking; possibility of working beyond normal work hours, and may be called upon to perform other duties as required.			
Approval Date:	April 1, 2017			